

DATA REPORTING OVERVIEW

The Handbook is the primary resource document needed to complete all data reporting. The Career and Technical Education Division will provide/mail districts the following additional documents each year:

- Calendar of specific due dates
- 40th and 100th Day Course Enrollment Report Forms, and/or reminder letter of due date for submission of reports
- Program Enrollment Report Form
- Placement Student Survey Report
- Concentrator Reports

The data submitted to the Arizona Department of Education on these reports **are used to generate the Career and Technical Education State Block Grant Funding**. The Management Information Services Unit staff will review and process the completed forms as they are submitted. Verification reports will be returned to districts for signature and return to ADE verifying submission of data. In some cases, verification reports returned to districts may need corrections and resubmission.

Districts may select one of the following options for submission of Course Enrollment data:

- Paper (forms are generated for those districts who have submitted by paper in the past)
- Disk (file must be in ASCII text format)
- Web-site address for ASCII format:
<http://www.ade.state.az.us/services/mis/filelayout/>
- Email to STWDataCollection@mail1.ade.state.az.us (file attachment must be in ASCII text format)

Data reporting activities are important. **They require accuracy and time to complete.** The information in the section of this Handbook will be of assistance in completing the required reporting documents.

The information in this section has been organized to reflect the order reports are due to the Arizona Department of Education and includes:

Course Enrollment Reports

- 40th Day Enrollment Report (original and verification)
- 100th Day Enrollment Report (original and verification)

End of the Year Reports

- Comprehensive Program Enrollment Report
- Placement Student Survey Report
- Concentrator Reports

If you have questions please contact the Management Information Systems Unit for assistance. Phone: 602-542-5711 or 602-542-5486.

40th DAY COURSE ENROLLMENT VOCI 01

NOTE: A.R.S. 15-902.G requires that districts report vocational education student enrollment data to the Department of Education within 12 days after the district's 40th day in session and the district's 100th day in session. These dates vary from district to district so each district will need to determine the district's due date.

The 40th Day Course Enrollment data is to be reported on all Career and Technical Education (CTE) classes and **represents one-half of the data used to determine State Board formula funding** for CTE programs (total enrollment is the average enrollment for 40th and 100th days). This enrollment collection system emulates the state Average Daily Membership (ADM) reporting system used for general education funding. The difference between the two is that ADM requires students be counted every day during the school year. The resulting number is then averaged for the year. The CTE enrollment system captures actual enrollment on the 40th day and 100th day of school. The 40th and 100th day count data are averaged and the resulting number is the enrollment figure for each course for the year. Since all students enrolled in CTE courses are counted, this is called duplicated enrollment as one student may be enrolled in more than one course. The 40th and 100th day forms collect information on every CTE course your district offers and includes the district, school, course number, semester, period, teacher number, grade level, and special population information. Some fields are used to report unusual course information: students attending another district, or a course taught by a college instructor.

Districts report on Level I, II, and III courses. But only Level III courses that are part of an approved program and taught by appropriately certified teachers will generate state funding. Special population students must be receiving services under the provisions of an IVEP to be reported as a special population category. These students are to be reported only in their most prominent category (unduplicated). Please contact your assigned Federal Programs Specialist regarding questions on this topic.

Enrollment, reported by course, is related to programs on the CTE Program List. The CTE Program List, along with the average student counts, is the basis of the state CTE enrollment funding formula.

CTD: _____ SCH: _____
COUNTY: _____
DISTRICT: _____
SCHOOL: _____

RETURN TO: ARIZONA DEPARTMENT OF EDUCATION
STW VOCATIONAL/ADULT EDUCATION
MANAGEMENT INFORMATION SERVICES UNIT
1535 WEST JEFFERSON STREET-SECOND FLOOR
MAIL BOX NO. 36
PHOENIX, AZ 85007
542 - 5486

VOCI01-1
REPORT DATE: 11/15/00
PAGE ____ OF ____

SECONDARY STW VOCATIONAL EDUCATION COURSE ENROLLMENT REPORT
SCHOOL YEAR 2000-2001

IMPORTANT: THIS FORM SHOULD BE USED
TO REPORT COURSE ENROLLMENT ONLY.

* 40TH DAY REPORT *

ONLY STUDENTS WHO YOU HAVE
CLASSIFIED AS RESIDENT STUDENTS
SHOULD BE REPORTED ON THIS FORM.

I CERTIFY THAT THE INFORMATION SUBMITTED IS TRUE AND CORRECT TO THE BEST OF MY
KNOWLEDGE, AND THAT DOCUMENTATION WILL BE MAINTAINED FOR AUDITING AND MONITORING PURPOSES.

DATE SIGNATURE OF SUPERINTENDENT OR AUTHORIZED OFFICIAL

CONTACT PERSON _____ PHONE _____

NUMBER OF
STUDENTS
TAKING VOC.
COURSES IN
ANOTHER SCHOOL
AND SCHOOL NO.

| COURSE CODE | P MIN NO. | | CERTIFICATE NO* | | | | SPECIAL NEEDS | | | | ENROLLMENT COUNTS | | | | | | | ANOTHER SCHOOL AND SCHOOL NO. | | |
|--------------|-----------|------|-----------------|-----------|-----|---------------------|---------------|------|-----|-----|-------------------|---|---|----|----|----|----|-------------------------------|-------|------|
| | E PER | OF | TCH | *****HAND | | | ECON | ACAD | DIS | DIS | SNGL | | | | | | | | | |
| COURSE TITLE | :R | WEEK | WKS | ROOM | PRP | TEACHER'S NAME*CAPD | LEP | ADV | DIS | ADV | PRNT* | M | F | 09 | 10 | 11 | 12 | *TOTAL | COUNT | CTDS |
| ===== | + | + | + | + | + | + | + | + | + | + | + | + | + | + | + | + | + | + | + | + |
| | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : |
| ----- | : | : | : | : | : | ----- | : | : | : | : | : | : | : | : | : | : | : | : | : | : |
| | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : |
| ===== | + | + | + | + | + | + | + | + | + | + | + | + | + | + | + | + | + | + | + | + |
| | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : |
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| ===== | + | + | + | + | + | + | + | + | + | + | + | + | + | + | + | + | + | + | + | + |

Sample

40TH DAY VERIFICATION REPORTS

VOCI 11-1

VOCI 11-2

The data, which has been submitted for district 40th Day Enrollment Reports will be keyed and exported onto the Course Enrollment Master, the VOCI21 Report. A printout will be mailed titled **40th Day Verification Report**. This report provides the opportunity to verify the data and to make corrections, if needed. The Verification Report will be mailed in one or two sections:

- A. **Records Added to the Vocational Education Course Enrollment file, VOCI 11-1.** The enrollment data from a school/district which has been added to the Voc Ed Course Enrollment Master - VOCI 21 files. Since this data is used to determine funding, it should be reviewed for accuracy. If all the data is correct as submitted, the district will receive only this Verification Report, the VOCI11-1.
- B. **Records Not Added to the Vocational Education Course Enrollment file, VOCI 11-2.** The district will receive this report if the enrollment data from a school/district cannot be added to the Voc Ed Course Enrollment Master - VOCI 21 files because of errors. Since this data is used to determine funding, it is critical that the problems/solutions be identified and corrected prior to the deadline. A calendar with specific dates will be mailed annually to you. Error messages are listed under each line of data on this report, identifying data corrections that need to be made. A "Common Errors" booklet is also included with the reports to assist with the identifying and resolving of data errors.

Some of the common errors are:

- Invalid district or school number
- Invalid course number
- Certification issues
- Total does not agree with the sum of the individual grade counts
- Course has minutes outside of the normal range
- Course meets for over 1200 minutes per week

CTD: _____ SCH: _____
COUNTY: _____
DISTRICT: _____
SCHOOL: _____

RETURN TO: ARIZONA DEPARTMENT OF EDUCATION
STW VOCATIONAL/ADULT EDUCATION
MANAGEMENT INFORMATION SERVICES UNIT
1535 WEST JEFFERSON STREET-SECOND FLOOR
MAIL BOX NO. 36
PHOENIX, AZ 85007
542 - 5486

VOCI01-1
REPORT DATE: 11/15/00
PAGE ____ OF ____

SECONDARY STW VOCATIONAL EDUCATION COURSE ENROLLMENT REPORT
SCHOOL YEAR 2000-2001

IMPORTANT: THIS FORM SHOULD BE USED
TO REPORT COURSE ENROLLMENT ONLY.

* 40TH DAY REPORT *

ONLY STUDENTS WHO YOU HAVE
CLASSIFIED AS RESIDENT STUDENTS
SHOULD BE REPORTED ON THIS FORM.

I CERTIFY THAT THE INFORMATION SUBMITTED IS TRUE AND CORRECT TO THE BEST OF MY
KNOWLEDGE, AND THAT DOCUMENTATION WILL BE MAINTAINED FOR AUDITING AND MONITORING PURPOSES.

DATE SIGNATURE OF SUPERINTENDENT OR AUTHORIZED OFFICIAL

CONTACT PERSON _____ PHONE _____

NUMBER OF
STUDENTS
TAKING VOC.
COURSES IN
ANOTHER SCHOOL
AND SCHOOL NO.

| COURSE CODE | P MIN NO. | | TCH | CERTIFICATE NO* | | SPECIAL NEEDS | | | ENROLLMENT COUNTS | | | | | | | | | | COUNT | CTDS |
|--------------|-----------|------|-----|-----------------|-----|---------------------|-----|-----|-------------------|-----|------|-------|---|---|----|----|----|----|--------|-------|
| | E | PER | | OF | PRP | TEACHER'S NAME*CAPD | LEP | ADV | DIS | ADV | SNGL | PRNT* | M | F | 09 | 10 | 11 | 12 | *TOTAL | |
| COURSE TITLE | :R | WEEK | WKS | ROOM | PRP | TEACHER'S NAME*CAPD | LEP | ADV | DIS | ADV | SNGL | PRNT* | M | F | 09 | 10 | 11 | 12 | *TOTAL | COUNT |
| ===== | + | + | + | + | + | + | + | + | + | + | + | + | + | + | + | + | + | + | + | + |
| | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : |
| ----- | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : |
| | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : |
| ===== | + | + | + | + | + | + | + | + | + | + | + | + | + | + | + | + | + | + | + | + |
| | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : |
| ----- | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : |
| | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : |
| ===== | + | + | + | + | + | + | + | + | + | + | + | + | + | + | + | + | + | + | + | + |
| | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : |
| ----- | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : |
| | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : |
| ===== | + | + | + | + | + | + | + | + | + | + | + | + | + | + | + | + | + | + | + | + |

Sample

REPORT NAME: VOC111-2

ERROR REPORT

ARIZONA DEPARTMENT OF EDUCATION
40TH DAY STW VOCATIONAL ENROLLMENT VERIFICATION REPORT
SCHOOL YEAR 2000-2001

REPORT DATE: 11/28/00

PAGE 1

CTD:

SCH:

COUNTY:

DISTRICT:

SCHOOL:

RECORDS NOT ADDED TO THE VOC. ED. ENROLLMENT FILE

THE FOLLOWING INFORMATION REFLECTS THE ENROLLMENT DATA SUBMITTED BY YOUR DISTRICT.
PLEASE REVIEW IT FOR CORRECTNESS. BASIC ERRORS HAVE BEEN UNDERLINED, AND ERROR MESSAGES INCLUDED.
RECORDS WITH ERRORS WILL NOT BE ADDED TO THE ENROLLMENT FILE AND THE STUDENTS WILL NOT BE COUNTED FOR FUNDING.

PLEASE MAKE ANY CHANGES IF REQUIRED, SIGN THE REPORT, AND RETURN IT TO THE:

ARIZONA DEPARTMENT OF EDUCATION
STW VOCATIONAL EDUCATION
MANAGEMENT INFORMATION SERVICES UNIT, BOX 36
1535 WEST JEFFERSON STREET
PHOENIX, AZ 85007
542-5486

I CERTIFY THAT THE INFORMATION SUBMITTED IS TRUE AND CORRECT TO THE BEST OF MY
KNOWLEDGE, AND THAT DOCUMENTATION WILL BE MAINTAINED FOR AUDITING AND MONITORING PURPOSES.

DATE

SIGNATURE OF SUPERINTENDENT OR AUTHORIZED OFFICIAL

CONTACT PERSON

PHONE

NUMBER OF
STUDENTS
TAKING VOC.
COURSES IN
ANOTHER SCH.
AND SCH. NO.

| TRAN | COURSE CODE | TERM | PER | WEEK | WKS | ROOM | PREP | TECH | CERTIFICATE NO. | SPECIAL NEEDS | | | | | | | | | | ENROLLMENT COUNTS | | | | | | | | | | TOTAL | COUNT | CTDS |
|------|---|------|-----|------|-----|------|------|-----------|-----------------|---------------|-----|-----|-----|-----|------|------|-----|-----|-----|-------------------|------|------|------------|----|--|--|--|--|--|-------|-------|------|
| | | | | | | | | | | MIN | NO | PER | OF | DIS | DIS | ADV | ADV | SP | M | F | 09 | 10 | 11 | 12 | | | | | | | | |
| A | 08.0700.80 | 1 | 2 | 0275 | 18 | 2319 | Y | 599774444 | | 000 | 000 | 000 | 000 | 000 | 0003 | 0006 | 000 | 000 | 000 | 009 | 0009 | 0000 | 0000000000 | | | | | | | | | |
| | Sales & Mkt COOP | | | **** | | | | JONES | CF | | | | | | | | | | | | | | | | | | | | | | | |
| | **** MINUTES LESS THAN 1100 FOR COOPERATIVE EDUCATION | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

*** **

**** THE SUM OF GRADES 9-12 DOES NOT EQUAL THE TOTAL ENROLLMENT

**** THE SUM OF (GRADES 9-12) AND THE SUM OF (MALE + FEMALE ENROLLMENT) ARE NOT EQUAL

Sample

100th DAY COURSE ENROLLMENT VOCI 01

The 100th Day Course Enrollment data is to be reported on all Career and Technical Education (CTE) classes and represents one-half of the data used to determine State Board formula funding for CTE programs. The total enrollment is the average enrollment for 40th and 100th days.

See 40th Day Course Enrollment for complete description.

CTD: _____ SCH: _____
STW VOCATIONAL/ADULT EDUCATION
COUNTY: _____

RETURN TO: ARIZONA DEPARTMENT OF EDUCATION
REPORT DATE: 11/15/00
MANAGEMENT INFORMATION SERVICES UNIT

VOCI01-1
PAGE ____ OF ____

DISTRICT: _____
PHOENIX, AZ 85007
SCHOOL: _____

MAIL BOX NO. 36
542 - 5486

SECONDARY STW VOCATIONAL EDUCATION COURSE ENROLLMENT REPORT
SCHOOL YEAR 2000-2001

IMPORTANT: THIS FORM SHOULD BE USED
TO REPORT COURSE ENROLLMENT ONLY.

* 100TH DAY REPORT *

ONLY STUDENTS WHO YOU HAVE
CLASSIFIED AS RESIDENT STUDENTS

SHOULD BE REPORTED ON THIS FORM.

I CERTIFY THAT THE INFORMATION SUBMITTED IS TRUE AND CORRECT TO THE BEST OF MY
KNOWLEDGE, AND THAT DOCUMENTATION WILL BE MAINTAINED FOR AUDITING AND MONITORING PURPOSES.

DATE

SIGNATURE OF SUPERINTENDENT OR AUTHORIZED OFFICIAL

CONTACT PERSON
STUDENTS
TAKING VOC.
COURSES IN
SPECIAL NEEDS

PHONE

NUMBER OF

| COURSE CODE | P MIN NO. | E PER OF | TCH | CERTIFICATE NO* | ANOTHER SCHOOL | | | | ENROLLMENT COUNTS | | | | | AND SCHOOL NO. | | | | | |
|--------------|-----------|----------|-----|-----------------|----------------|---------------------|-----|------|-------------------|-------|----|----|----|----------------|----|----|--------|-------|------|
| | | | | | CON | ACAD | DIS | SNGL | 09 | 10 | 11 | 12 | | | | | | | |
| COURSE TITLE | :R | WEEK | WKS | ROOM | PRP | TEACHER'S NAME*CAPD | LEP | ADV | ADV | PRNT* | M | F | 09 | 10 | 11 | 12 | *TOTAL | COUNT | CTDS |
| ===== | + | + | + | + | + | + | + | + | + | + | + | + | + | + | + | + | + | + | + |
| : | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : |
| ----- | + | + | + | + | + | + | + | + | + | + | + | + | + | + | + | + | + | + | + |
| : | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : |
| ----- | + | + | + | + | + | + | + | + | + | + | + | + | + | + | + | + | + | + | + |
| : | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : |
| ----- | + | + | + | + | + | + | + | + | + | + | + | + | + | + | + | + | + | + | + |
| : | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : |
| ----- | + | + | + | + | + | + | + | + | + | + | + | + | + | + | + | + | + | + | + |
| : | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : |
| ----- | + | + | + | + | + | + | + | + | + | + | + | + | + | + | + | + | + | + | + |
| : | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : |
| ----- | + | + | + | + | + | + | + | + | + | + | + | + | + | + | + | + | + | + | + |
| : | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : |
| ===== | + | + | + | + | + | + | + | + | + | + | + | + | + | + | + | + | + | + | + |

Sample

100TH DAY VERIFICATION REPORTS
VOCI 11-1
VOCI 11-2

The data, which has been submitted for district 100th Day Enrollment Reports, will be keyed and exported onto the Course Enrollment Master Report, VOCI21. A printout will be mailed titled **100th Day Verification Report**. This report provides the opportunity to verify the data and to make corrections, if needed. The Verification Report will be mailed in one or two sections:

- A) **Records Added to the Vocational Education Course Enrollment file, VOCI 11-1**
- B) **Records Not Added to the Vocational Education Course Enrollment file VOCI 11-2**

See 40th Day Verification Reports for complete description.

REPORT NAME: VOC111-1

ARIZONA DEPARTMENT OF EDUCATION
100TH DAY STW VOCATIONAL ENROLLMENT VERIFICATION REPORT
SCHOOL YEAR 2000-2001

REPORT DATE: 03/08/01

PAGE 1

CTD: SCH:
COUNTY:
DISTRICT:
SCHOOL:

RECORDS ADDED TO THE VOC. ED. ENROLLMENT FILE

THE FOLLOWING INFORMATION REFLECTS THE ENROLLMENT DATA SUBMITTED BY YOUR DISTRICT.
PLEASE REVIEW IT FOR CORRECTNESS.

PLEASE MAKE ANY CHANGES IF REQUIRED, SIGN THE REPORT, AND RETURN IT TO THE:

ARIZONA DEPARTMENT OF EDUCATION
STW VOCATIONAL EDUCATION
MANAGEMENT INFORMATION SERVICES UNIT, BOX 36
1535 WEST JEFFERSON STREET
PHOENIX, AZ 85007
542-5486

I CERTIFY THAT THE INFORMATION SUBMITTED IS TRUE AND CORRECT TO THE BEST OF MY
KNOWLEDGE, AND THAT DOCUMENTATION WILL BE MAINTAINED FOR AUDITING AND MONITORING PURPOSES.

DATE SIGNATURE OF SUPERINTENDENT OR AUTHORIZED OFFICIAL

CONTACT PERSON ----- PHONE -----

NUMBER OF
STUDENTS
TAKING VOC.
COURSES IN
ANOTHER SCH.
AND SCH. NO.

| TRAN | COURSE CODE | TERM | PER | WEEK | NO OF WKS | ROOM | PREP | TECH | CERTIFICATE NO. | TEACHER'S NAME | HND | CP | SPECIAL NEEDS | | | | | ENROLLMENT COUNTS | | | | | | | | | | | | TOTAL | COUNT | CTDS |
|------|---------------------|------|-----|------|-----------|------|------|------|-----------------|----------------|-----|----|---------------|-----|------|-----|-----|-------------------|------|-----|-----|-----|-----|------|------|------------|--|--|--|-------|-------|------|
| | | | | | | | | | | | | | DIS | ADV | ACAD | DIS | ADV | SP | M | F | 09 | 10 | 11 | 12 | | | | | | | | |
| A | 12.0503.10 | 2 | 4 | 0500 | 18 | h310 | N | | 599774444 | JONES | M | | 001 | 000 | 000 | 000 | 000 | 0001 | 0004 | 001 | 001 | 002 | 001 | 0005 | 0000 | 0000000000 | | | | | | |
| | Food Production Pri | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| A | 12.0503.10 | 2 | 5 | 0500 | 18 | h310 | N | | 599774444 | JONES | M | | 000 | 000 | 000 | 000 | 000 | 0002 | 0001 | 001 | 001 | 001 | 000 | 0003 | 0000 | 0000000000 | | | | | | |
| | Food Production Pri | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Sample

REPORT NAME: VOC111-2

ERROR REPORT

ARIZONA DEPARTMENT OF EDUCATION
100TH DAY STW VOCATIONAL ENROLLMENT VERIFICATION REPORT

REPORT DATE: 03/13/01

PAGE 1

DISTRICT:

RECORDS NOT ADDED TO THE VOC. ED. ENROLLMENT FILE

SCHOOL:

THE FOLLOWING INFORMATION REFLECTS THE ENROLLMENT DATA SUBMITTED BY YOUR DISTRICT.
PLEASE REVIEW IT FOR CORRECTNESS. BASIC ERRORS HAVE BEEN UNDERLINED, AND ERROR MESSAGES INCLUDED.
RECORDS WITH ERRORS WILL NOT BE ADDED TO THE ENROLLMENT FILE AND THE STUDENTS WILL NOT BE COUNTED FOR FUNDING.

PLEASE MAKE ANY CHANGES IF REQUIRED, SIGN THE REPORT, AND RETURN IT TO THE:

ARIZONA DEPARTMENT OF EDUCATION
STW VOCATIONAL EDUCATION
MANAGEMENT INFORMATION SERVICES UNIT, BOX 36
1535 WEST JEFFERSON STREET
PHOENIX, AZ 85007
542-5486

I CERTIFY THAT THE INFORMATION SUBMITTED IS TRUE AND CORRECT TO THE BEST OF MY
KNOWLEDGE, AND THAT DOCUMENTATION WILL BE MAINTAINED FOR AUDITING AND MONITORING PURPOSES.

DATE

SIGNATURE OF SUPERINTENDENT OR AUTHORIZED OFFICIAL

CONTACT PERSON

PHONE

NUMBER OF
STUDENTS
TAKING VOC.
COURSES IN
ANOTHER SCH.
AND SCH. NO.

| TRAN | COURSE CODE | CODE | COURSE TITLE | TERM | PER | WEEK | WKS | ROOM | PREP | TECH CERTIFICATE NO. | TEACHER'S NAME | HND | CP | SPECIAL NEEDS | | | | | | | | | | TOTAL | COUNT | CTDS |
|---|-------------|------|--------------------|------|-----|------|-----|------|------|----------------------|----------------|-----|-----|---------------|-----|-----|------|------|-----|-----|-----|-----|------|-------|------------|------|
| | | | | | | | | | | | | | | LEP | ADV | ADV | SP | M | F | 09 | 10 | 11 | 12 | | | |
| A | 99.0400.11 | | Business Mgmt Tech | 2 | 5 | 0268 | 18 | 108 | N | 599774444 | JONES LA | 000 | 001 | 002 | 000 | 000 | 0011 | 0013 | 017 | 003 | 001 | 002 | 0024 | 0000 | 0000000000 | |
| **** THE SUM OF GRADES 9-12 DOES NOT EQUAL THE TOTAL ENROLLMENT | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **** THE SUM OF (GRADES 9-12) AND THE SUM OF (MALE + FEMALE ENROLLMENT) ARE NOT EQUAL | | | | | | | | | | | | | | | | | | | | | | | | | | |

Sample

IMPROPER TEACHER CERTIFICATION REPORT VOCI 17

The purpose of this report is to alert each district to the non-certification status of the teacher for a CTE program. **This report is disseminated to districts along with the 40th and 100th day Verification reports so that all certifications are in place for program areas before the end of February each school year.**

Errors on the **Improper Teacher Certification Report** include:

- Invalid teacher certification number
- Teacher's certification is invalid for the CTE program
- Certification types, approvals and endorsements not met for the CTE program

The report will also indicate the required certification types, approvals and endorsements.

COUNTY:
TYPE:
DISTRICT:
SCHOOL:

ARIZONA DEPARTMENT OF EDUCATION
VOCATIONAL EDUCATION
INDIVIDUAL STUDENT ACCOUNTING SYSTEM
IMPROPER TEACHER CERTIFICATION
SECONDARY 40TH DAY -- 2000-2001

VOCI17
REPORT DATE: 01/22/01
REPORT PAGE: 191
SCHOOL PAGE: 1

| TEACHER NUMBER | TEACHER NAME | P T E R R M | CRSE CODE | CRSE CODE TITLE | CERTIFICATION | ENDORSEMENT | MAJOR | APPROVAL |
|--|--------------|-------------------|--------------|---------------------|---------------|-------------|-------|----------|
| 123707777 | J. Smith | 1 1 | 48010110 | Draft Tech Concepts | SVT | | | VAG |
| *** TEACHER LACKS REQUIREMENTS *** CRSE CODE REQUIREMENTS-BVT OR SVT OR PVT OR AVT PVI OR SVI | | | | | | | | |
| AND VTT OR VTI OR VIT OR ITT | | | | | | | | |

Sample

COURSE ENROLLMENT MASTER REPORT VOCI 21

The purpose of the **Course Enrollment Master Report VOCI 21** is to record district student enrollment data that generates funding by:

- Providing an informational report of data submitted by the district
- Verifying that all the data submitted in the original district 40/100 day course enrollment reports are on VOCI 21
- Assisting in the identification of missing data from original district 40/100 day course enrollment reports that was not accepted on the VOCI 21. The district may make data corrections on the appropriate 40/100 day course enrollment verification reports, **Records Added to the Voc Ed Enrollment File - VOCI 11-1**. Corrections must be made to the lines of data that have been identified with the error messages on the **Records Not Added to the Voc Ed Enrollment File - VOCI 11-2**, in order for that data to be accepted and added on to the Course Enrollment Master report, VOCI 21.

PAGE 1

NUMBER OF
STUDENTS
TAKING VOC.
COURSES IN
ANOTHER SCH.

sample

COMPREHENSIVE PROGRAM ENROLLMENT VOCI 03

NOTE: The current Carl D. Perkins legislation requires the reporting of program enrollment information. ARS 15-781.01 contains similar requirements under Arizona law. Failure to submit the end-of-year report (Program Enrollment) of career and technical students may result in the withholding or discontinuation of state and federal career and technical education funds. In addition, the Concentrator information and Placement follow-up information must be submitted as a part of your Performance Measures documentation that will be submitted by July 1st.

Comprehensive Program Enrollment data reflect demographic data such as enrollment by grade, sex, ethnic group and special populations, and Tech Prep. For special population categories and counts, the district/school must identify the primary need of the student and select it as the student's category. A student is to be reported in no more than one special population category.

Comprehensive Program Enrollment data is collected using unduplicated student counts. Unduplicated enrollment means that each student is counted only once, even if that student is enrolled in more than one program. It is the district's responsibility to use the student's occupational goal when identifying the program for reporting purposes.

The Comprehensive Program Enrollment blank forms are distributed in mid-April each year. Districts are required to submit the end-of-the year reports at the end of the school year. Therefore, it is critical to maintain a system for determining and documenting each student's program area (courses taken are to support the student's program of study). It is also important to remember that each student should be assigned only one Comprehensive Program CIP Code (six digits).

The only codes to be used on the program enrollment form are those listed as CTE Program CIP Codes (six digit) found as a separate tab in this handbook. Use of an invalid code will cause the entire line of data to be rejected. **Do not use Course Codes on this form (eight digits).** *Districts are reminded that they will still need to maintain an individual student record system, which will allow identification of each student's program, gender, ethnicity and special needs classifications and complete status.*

COUNTY: LA PAZ

RETURN TO: ARIZONA DEPARTMENT OF EDUCATION
STW - VOCATIONAL/ADULT EDUCATION
MANAGEMENT INFORMATION SERVICES UNIT
1535 WEST JEFFERSON STREET-SECOND FLOOR
MAIL BIN #36
PHOENIX, AZ 85007
(602) 542 - 5486

VOCI03-1
REPORT DATE: 05/03/00
PAGE 1

DISTRICT:

SCHOOL:

SECONDARY VOCATIONAL EDUCATION PROGRAM ENROLLMENT REPORT
SCHOOL YEAR 1999-2000

IMPORTANT: THIS FORM SHOULD BE USED TO REPORT
PROGRAM (UNDUPLICATED) ENROLLMENT ONLY.

* FINAL REPORT *

ONLY STUDENTS WHO YOU HAVE
CLASSIFIED AS RESIDENT STUDENTS
SHOULD BE REPORTED ON THIS FORM.

I CERTIFY THAT THE INFORMATION SUBMITTED IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, AND THAT DOCUMENTATION WILL BE MAINTAINED FOR AUDITING AND MONITORING PURPOSES.

DATE _____

SIGNATURE OF SUPERINTENDENT OR AUTHORIZED OFFICIAL

CONTACT PERSON

PHONE[illegible]

sample

FINAL NON-FUNDING REPORT VOCI 55

This report is intended as a tool to examine current practices related to accountability. It lists occupational courses (11th and 12th grades) that will not generate CTE funding. Either of these messages may be listed:

- “Teacher Uncertified”
- “Not Met Performance Measures”

The “**Teacher Uncertified**” message means the teacher is uncertified to teach the course listed for that period for any of the following reasons:

- Certification for the teacher may have expired and not been renewed
- Certification process for the teacher was not completed by the February 28th deadline
- Certification application process has not been activated by the teacher.

The “**Not Met Performance Measures**” message means the CTE Program is unapproved for any of the following reasons:

- ADE did not receive acceptable Concentrator reports by the July 1st deadline
- ADE did not receive acceptable Placement reports by the July 1st deadline
- After receiving a designation of “program in review”, the program does not participate in the ADE-directed external assessment and accountability planning process
- Program did not receive provisional approval from ADE

For both of the above messages, the result is the same. **Funding potential is lost for the district.** This report will assist district personnel to be aware of funding impact in the hiring of properly certified teachers and the importance of meeting performance measures requirements.

VOCI55-1

ARIZONA DEPARTMENT OF EDUCATION

DATE 11/08/00

STW VOCATIONAL EDUCATION

PAGE 1

CTY 01 TYPE 02 DIST 01 SCH 205

STATE FUNDING LOST DUE TO STANDARDS OR CERTIFICATION PROBLEMS

FY00 ENROLLMENT - FOR FY01 FUNDING

RATE FOR FULL, WEIGHTED AVERAGE STUDENT COUNT: \$194.70

COUNTY: APACHE

DISTRICT: ST JOHNS UNIFIED DISTRICT

SCHOOL: ST JOHNS HIGH SCHOOL

| COURSE CODE | COURSE CODE TITLE | P MIN. E PER OF R WEEK WKS | NO. OF TEACHER'S NAME | TEACHER'S CERT NO. | 11-12 AVG CNT | ELIGIBLE WEIGHTED COUNT | TOTAL FUNDING LOST | TP ER CE HP | REASON FOR FUNDING LOST |
|--|-------------------------|----------------------------------|-----------------------------|-----------------------|---------------------|-------------------------------|--------------------------|----------------------|----------------------------|
| NON-ARTICULATED COURSES | | | | | | | | | |
| ----- | | | | | | | | | |
| 4. CHILD CARE AND GUID (WEIGHT - 0.9302325581) | | | | | | | | | |
| 20.020110 | Prin of Child Devel | 5 0250 18 | JOHANSON | 555663333 | 3.00 | 3.10 | \$603.72 | N | NOT MET PERF.MEASURES |
| 20.020110 | Prin of Child Devel | 5 0250 18 | JOHANSON | 555663333 | 2.50 | 2.58 | \$503.10 | N | NOT MET PERF. MEASURES |
| 20.020111 | Prin of Child Devel | 6 0250 18 | JOHANSON | 555663333 | 2.50 | 2.58 | \$503.10 | N | NOT MET PERF. MEASURES |
| 20.020111 | Prin of Child Devel | 2 0259 18 | JOHANSON | 555663333 | 4.50 | 4.81 | \$938.18 | N | NOT MET PERF. MEASURES |
| 20.020111 | Prin of Child Devel | 7 0250 18 | JOHANSON | 555663333 | 4.50 | 4.65 | \$905.58 | N | NOT MET PERF. MEASURES |
| TOTAL CHILD CARE AND GUID | | | | | 17.00 | 17.72 | \$3,453.68 | | |
| 8. BUILDING TRADES (WEIGHT - 0.8372093023) | | | | | | | | | |
| 46.999911 | Bldg Trades Fund | 5 0250 18 | JOHANSON | 555663333 | 2.50 | 2.32 | \$452.79 | N | NOT MET PERF. MEASURES |
| 46.999911 | Bldg Trades Fund | 5 0250 18 | JOHANSON | 555663333 | 2.50 | 2.32 | \$452.79 | N | NOT MET PERF. MEASURES |
| 46.999920 | Bldg Trades Applic | 6 0250 18 | JOHANSON | 555663333 | 6.50 | 6.04 | \$1,177.26 | N | NOT MET PERF. MEASURES |
| TOTAL BUILDING TRADES | | | | | 15.00 | 13.77 | \$2,689.58 | | |

Sample

**SUMMARY NOTIFICATION OF
VOCATIONAL EDUCATION ALLOCATIONS
VOCI 62**

Eligible Recipient: District name should appear here

County, type, district: County, type and district number should appear here

Funding Category Titles: Career and Technical Education Block Grant Formula
Funding Placement Formula Funding

Allocation: Dollar figure, determined by district student count on the 40th and 100th day reports, appears here

Grand Total Allocations: The total amount of state funding for district generated by your Course Enrollment reporting.

(A) **Block Grant Formula Funding:** Formula amounts by course, title and school site. This is the Block Grant dollar figure for the next fiscal year, which was generated by 11th and 12th grade student count from the 40th and 100th Day Course Enrollment Reports.

(B) **Placement Formula Funding:** The placement formula funding figure is generated by the completed surveys returned to Arizona Department of Education (ADE), by the districts on the Website.

Application for Block Grant Funds

Available district enrollment formula funding and the placement formula funding dollar amounts are listed. **Application using the forms on the Website must be made to ADE within sixty (60) days after Final Funding notification.**

If a district selects not to submit an application for the funds, those dollars will be re-divided among the districts who did submit an application for their Block Grant Enrollment and Placement dollars.

11/15/00

ARIZONA DEPARTMENT OF EDUCATION
SUMMARY NOTIFICATION OF
STW VOCATIONAL EDUCATION ALLOCATIONS
FINAL FUNDING REPORT FISCAL YEAR 2001

ELIGIBLE RECIPIENT NORTHEAST UNIFIED DISTRICT

C.T.D. NUMBER 123456

| FUNDING CATEGORY TITLES | ALLOCATION |
|-----------------------------------|-------------|
| BLOCK GRANT FORMULA FUNDING (A) * | \$12,624.83 |
| PLACEMENT FORMULA FUNDING (B) * | \$1,268.30 |
| GRAND TOTAL ALLOCATION * | \$13,893.13 |

(A) FORMULA AMOUNTS BY COURSE, TITLE AND SCHOOL SITE ARE DETAILED IN YOUR FY 2001 STW VOCATIONAL EDUCATION FUNDING REPORT. (VOCI51)

(B) PLACEMENT RESULTS ARE DETAILED IN YOUR DISTRICTS FY 2001 VOCATIONAL EDUCATION PLACEMENT FUNDING REPORT. THE RESULTS ARE LISTED BY SCHOOL AND PROGRAM.

Sample

**PROGRAM ENROLLMENT VERIFICATION REPORT
VOCI 25
and
PROGRAM ENROLLMENT MASTER REPORT
VOCI 26**

The data submitted from the district for course enrollment will be processed and districts will receive printouts titled **Program Enrollment Verification and Program Enrollment Master Reports**. These reports are sent for verification of data submitted and may also contain errors that need to be corrected. The Verification Report must be corrected, signed and returned to ADE. The Master Report is provided for district record keeping.

NOTE: The data for the annual report to the Arizona Legislature is drawn from the statewide student count of career and technical programs.

The **Program Enrollment Verification Report - VOCI 25** provides the opportunity to update the information in the master database. Please make corrections on the verification report.

The **Program Enrollment Master Report - VOCI 26** contains records that are loaded on the ADE database and will be the basis of the Final Program Enrollment Report. This data is used for federal and state reporting purposes.

REPORT NAME: VOCI25-1

ARIZONA DEPARTMENT OF EDUCATION
SECONDARY STW VOCATIONAL EDUCATION
PROGRAM ENROLLMENT VERIFICATION REPORT
SCHOOL YEAR 99-00

REPORT DATE: 06/05/00

PAGE: 1

CTY TYPE DIST SCH

COUNTY:
DISTRICT:
SCHOOL:

THE FOLLOWING INFORMATION REFLECTS THE PROGRAM ENROLLMENT SUBMITTED BY YOUR DISTRICT.
PLEASE REVIEW IT FOR CORRECTNESS. BASIC ERRORS HAVE BEEN UNDERLINED, AND ERROR
MESSAGES INCLUDED.

PLEASE MAKE ANY CHANGES IF REQUIRED, SIGN THE REPORT, AND RETURN IT TO THE:

ARIZONA DEPARTMENT OF EDUCATION
STW VOCATIONAL EDUCATION
MANAGEMENT INFORMATION UNIT, BOX 36
1535 WEST JEFFERSON STREET
PHOENIX, ARIZONA 85007
(602) 542 - 5486

I CERTIFY THAT THE INFORMATION SUBMITTED IS TRUE AND CORRECT TO THE BEST OF MY
KNOWLEDGE, AND THAT DOCUMENTATION WILL BE MAINTAINED FOR AUDITING AND MONITORING PURPOSES.

DATE

SIGNATURE OF SUPERINTENDENT OR AUTHORIZED OFFICIAL

CONTACT PERSON

PHONE

| * PROGRAM | *ER* | ENROLLMENT | * BY GRADE | * ENROLLMENT | * ETHNIC GROUP AND SEX | * ENROLLMENT BY SPECIAL | * NEEDS GROUP AND SEX | * TOTAL |
|-----------------|------|-------------|--------------|-------------------------------------|-------------------------|-------------------------|-----------------------|---------|
| TRAN * CIP CODE | *CE* | BY GRADE | * ENROLLMENT | * ETHNIC GROUP AND SEX | * ENROLLMENT BY SPECIAL | * NEEDS GROUP AND SEX | * PROGRAM | |
| CODE * TITLE | *HP* | 09 10 11 12 | * BY SEX | * WHITE BLACK HISPANIC INDIAN ASIAN | * HAND LEP ECON ACAD SP | * COUNT | | |

| | | | | | | | | | | | | | | | | | | | | |
|---|--------------------|---|----|----|----|----|-----------|----|----|---|---|---|---|---|---|---|----|---|---|----|
| A | 120503 | N | 10 | 20 | 16 | 12 | * MALE: | 24 | 14 | 0 | 7 | 3 | 0 | 9 | 2 | 0 | 15 | 0 | * | 58 |
| | Food Prod/Culinary | | | | | | * FEMALE: | 34 | 27 | 0 | 6 | 1 | 0 | 7 | 1 | 0 | 13 | 0 | * | |

Sample

REPORT NAME: VOCI26-1
 REPORT DATE: 08/03/00

ARIZONA DEPARTMENT OF EDUCATION
 VOCATIONAL EDUCATION
 MASTER PRINT - PROGRAM ENROLLMENT

PAGE 1

CTDS: SCHOOL YEAR 99-00
 COUNTY:
 DISTRICT:
 SCHOOL:

| | | *TP | ENROLLMENT | | | | | | ENROLLMENT BY | | | | | | | | ENROLLMENT BY SPECIAL | | | | | |
|-------------------|---------------------|------|------------|----|----|----|------------|--------|----------------------|------|-------|------|--------|------|------|---------------------|-----------------------|---------|-----|---|-------|--|
| PROG | | *ER* | BY GRADE | | | | * | * | ETHNIC GROUP AND SEX | | | | | | * | NEEDS GROUP AND SEX | | | | * | TOTAL | |
| CODE | PROGRAM TITLE | *CE* | | | | | * ENROLL * | | | | | | | | | | | | | | PROG | |
| | | *HP* | 09 | 10 | 11 | 12 | * BY SEX * | * WHIT | BLAK | HISP | INDAN | ASAN | * HAND | LEPS | ECON | ACAD | SP | * COUNT | | | | |
| ----- | | | | | | | | | | | | | | | | | | | | | | |
| 120503 | Food Prod/Culinary | N | 10 | 20 | 16 | 12 | *M: 24 | 14 | 0 | 7 | 3 | 0 | 9 | 2 | 15 | 15 | 0 | * | 58 | | | |
| | | | | | | | *F: 34 | 27 | 0 | 6 | 1 | 0 | 7 | 1 | 13 | 13 | 0 | * | | | | |
| 200201 | Child Care and Guid | N | 11 | 4 | 6 | 7 | *M: 15 | 11 | 0 | 3 | 1 | 0 | 6 | 0 | 9 | 9 | 0 | * | 28 | | | |
| | | | | | | | *F: 13 | 9 | 0 | 3 | 1 | 0 | 4 | 0 | 6 | 6 | 0 | * | | | | |
| 469999 | Building Trades | N | 5 | 9 | 6 | 6 | *M: 24 | 15 | 0 | 6 | 3 | 0 | 2 | 2 | 10 | 10 | 0 | * | 26 | | | |
| | | | | | | | *F: 2 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | * | | | | |
| 470100 | Electronics Tech | N | 0 | 0 | 0 | 2 | *M: 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | * | 2 | | | |
| | | | | | | | *F: 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 1 | 0 | * | | | | |
| 470604 | Auto Technology | N | 0 | 10 | 6 | 10 | *M: 22 | 18 | 0 | 4 | 0 | 0 | 3 | 1 | 8 | 8 | 0 | * | 26 | | | |
| | | | | | | | *F: 4 | 3 | 0 | 1 | 0 | 0 | 0 | 0 | 3 | 3 | 0 | * | | | | |
| 480101 | Drafting Technology | N | 0 | 2 | 0 | 1 | *M: 2 | 2 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | * | 3 | | | |
| | | | | | | | *F: 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | * | | | | |
| 520302 | Accounting | N | 1 | 0 | 0 | 0 | *M: 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | * | 1 | | | |
| | | | | | | | *F: 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | * | | | | |
| 520401 | Admin Info Services | N | 67 | 18 | 10 | 18 | *M: 62 | 46 | 0 | 10 | 6 | 0 | 11 | 1 | 21 | 21 | 0 | * | 113 | | | |
| | | | | | | | *F: 51 | 44 | 0 | 5 | 2 | 0 | 0 | 0 | 18 | 18 | 0 | * | | | | |
| ===== | | | | | | | | | | | | | | | | | | | | | | |
| ENROLLMENT TOTALS | | | 94 | 63 | 44 | 56 | *M: 151 | 107 | 0 | 31 | 13 | 0 | 32 | 6 | 63 | 63 | 0 | * | 257 | | | |
| | | | | | | | *F: 106 | 83 | 0 | 19 | 4 | 0 | 11 | 1 | 41 | 41 | 0 | * | | | | |

Twenty-two points, plus triple-word-score, plus fifty points for using all my letters. Game's over. I'm outta here.

Sample

PRELIMINARY AND FINAL FUNDING REPORTS
BY SCHOOL - VOCI 51-1
BY DISTRICT - VOCI 51-2

Career and Technical Education State Block Grant funding will be allocated for FY 2002 based on each district's CTE enrollment and placement reporting. Seventy five percent of CTE State Block Grant funds will be allocated to CTE enrollment. Twenty five percent of the funds will be allocated to placement. District performance measures data must be submitted in order to be eligible for State Block Grant and Federal Basic Grant funding. Programs must meet, exceed, or make substantial improvement towards the state adjusted levels of performance to ensure continued eligibility for funding. Depending on changes in state legislation, future criteria for distribution of CTE State Block Grant funding will include (in addition to enrollment and placement) academic attainment, work based participation and vocational proficiency.

The information submitted and verified for the 40th and 100th Day Reports is summarized in the Course Enrollment Master Report - VOCI 21. Data from the VOCI 21 report is combined with a formula and then used for generation of the **Preliminary and Final Funding Reports - VOCI 51-1 and VOCI 51-2. VOCI 51-1** reflects funding generated by Courses on the CTE Program List by **school**. **VOCI 51-2** reflects funding generated by Courses on the CTE Program List by **district**. The Preliminary Funding Report allows districts to identify problems that impact state allocations. Some of the problems may include the following:

- The teacher is not certified for a course
- No performance measures were submitted for a program
- No placement counts were submitted for a specific program
- Unapproved programs
- Course code does not match program content
- Course not reported (low student counts)

There are three Funding Reports:

- A. **Preliminary Funding Report - VOCI 51-1 and VOCI 51.2:** This report provides (*Preliminary*) notification of the funding dollars a district may generate from Block Grant monies. This report also provides the opportunity to verify the enrollment data and to make corrections, if inadvertently, ADE did not record data the district submitted. Previously unrecorded data will be reflected on the Final Funding Reports. All changes to the Preliminary Funding Report must be made through changes to your 40th or 100th day data. Questions regarding teacher certification should be directed to the Grants and Management Information Services Unit at 602-542-5711. Errors related to a course not

receiving funds due to Performance Measures issues should be referred to the Program Improvement Unit at 602-542-5358. The Preliminary Funding Report amounts are not final. Do not submit the CTE Block Grant application based on the data. Districts statewide are correcting errors that will affect the final allocations. The CTE Block Grant pool of funds is based on a fixed appropriation.

- B. **Final Enrollment Funding Report - VOCI 51-1 and VOCI 51-2:** This report provides the notification of the Final funding dollars available to the district from Block Grant monies. An application must be completed by the district to generate these monies. For questions related to the state funding formula, please contact Grants and Management Information Services at 602-542-5349.
- C. **Final Placement Funding Report:** Placement funding paid in FY 2002 is for CTE program samplers, concentrators, and completers who graduated in FY 2000 and are in a related placement nine months after graduation. Placements may be in postsecondary education or advanced training, military services, or employment. Funding is earned only if the placement is related to the graduate's secondary CTE program of study. A related placement is one that obviously uses or builds on the occupational competencies acquired in the graduate's secondary CTE program.

VOCI51-1

ARIZONA DEPARTMENT OF EDUCATION
STW VOCATIONAL EDUCATION
PRELIMINARY FUNDING REPORT
FY00 ENROLLMENT - FOR FY01 FUNDING

DATE 10/12/00
PAGE 1

CTY 01 TYPE 02 DIST 01 SCH 205

RATE FOR FULL, WEIGHTED AVERAGE STUDENT COUNT: \$238.71

COUNTY: APACHE IMPORTANT: THIS REPORT IS NOT A NOTIFICATION OF FUNDING FOR YOUR DISTRICT.IT'S DESIGNED TO BE USED
DISTRICT: ST JOHNS UNIFIED DISTRICT AS A PLANNING TOOL. THE FINAL FUNDING CALCULATIONS WILL BE BASED ON AN AVERAGE OF YOUR
SCHOOL: ST JOHNS HIGH SCHOOL 40TH DAY AND 100TH DAY ENROLLMENT COUNTS.

| COURSE CODE | COURSE CODE TITLE | P MIN. E PER R WEEK | NO. OF ROOM WKS NO. | TP ER CE HP | TEACHER'S NAME CERT NO. | 9-12 AVG CNT | 11-12 AVG CNT | ELIGIBLE WEIGHTED COUNT | TOTAL ENROLLMENT FUNDING | |
|--|-------------------------|---------------------------|---------------------------|----------------------|-------------------------------|--------------------|---------------------|-------------------------------|--------------------------------|----------|
| NON-ARTICULATED COURSES ----- | | | | | | | | | | |
| 1. ADMIN INFO SERVICES (WEIGHT - 1.0000000000) | | | | | | | | | | |
| 52.040111 | Admin Services | 5 | 0250 18 | 7 N | ROCKFORD | 535984444 | 3.50 | 2.50 | 2.77 | \$663.08 |
| 52.040111 | Admin Services | 5 | 0250 18 7 | N | ROCKFORD | 535984444 | 5.00 | 3.50 | 3.88 | \$928.32 |
| 52.040112 | Admin Services | 2 | 0250 18 | 8 N | ROCKFORD | 535984444 | 7.50 | 1.00 | 1.11 | \$265.23 |
| 52.040112 | Admin Services | 3 | 0250 18 | 8 N | ROCKFORD | 535984444 | 4.50 | 2.00 | 2.22 | \$530.47 |
| 52.040112 | Admin Services | 2 | 0250 18 14 | N | ROCKFORD | 535984444 | 6.00 | 1.00 | 1.11 | \$265.23 |
| 52.040112 | Admin Services | 3 | 0250 18 17 | N | ROCKFORD | 535984444 | 4.00 | 1.00 | 1.11 | \$265.23 |
| 52.040112 | Admin Services | 7 | 0250 18 14 | N | ROCKFORD | 535984444 | 8.50 | 0.50 | 0.55 | \$132.62 |
| 52.040112 | Admin Services | 1 | 0250 18 | 7 N | ROCKFORD | 535984444 | 10.50 | 1.50 | 1.66 | \$397.85 |
| 52.040112 | Admin Services | 3 | 0250 18 | 7 N | ROCKFORD | 535984444 | 7.00 | 0.50 | 0.55 | \$132.62 |
| 52.040112 | Admin Services | 4 | 0250 18 | 7 N | ROCKFORD | 535984444 | 9.00 | 0.50 | 0.55 | \$132.62 |

(ELIGIBLE WEIGHTED COUNT * RATE FOR FULL WEIGHTED AVG STUDENT COUNT = TOTAL FUNDING)
THIS IS NOT A NOTIFICATION OF FUNDING FOR YOUR DISTRICT

Sample

VOCI51-2

ARIZONA DEPARTMENT OF EDUCATION
STW VOCATIONAL EDUCATION
FINAL FUNDING REPORT
FY00 ENROLLMENT - FOR FY01 FUNDING

DATE 11/15/00

PAGE 1

CTY TYPE DIST

RATE FOR FULL, WEIGHTED AVERAGE STUDENT COUNT: \$214.77

COUNTY: APACHE

IMPORTANT: THIS REPORT IS BASED UPON AN AVERAGE OF YOUR 40TH AND 100TH DAY ENROLLMENT COUNTS.

DISTRICT:

| COURSE CODE | COURSE CODE TITLE | 9-12 AVERAGE COUNT | 11-12 AVERAGE COUNT | ELIGIBLE WEIGHTED COUNT | TOTAL ENROLLMENT FUNDING | TP ER CE HP |
|----------------|-------------------------|--------------------------|---------------------------|-------------------------------|--------------------------------|----------------------|
|----------------|-------------------------|--------------------------|---------------------------|-------------------------------|--------------------------------|----------------------|

NON-ARTICULATED COURSES

1. ADMIN INFO SERVICES (WEIGHT - 1.0000000000)

| | | | | | | |
|-----------|---------------------|--------|-------|-------|------------|---|
| 52.040111 | Admin Services | 8.50 | 6.00 | 6.65 | \$1,431.80 | N |
| 52.040112 | Admin Services | 105.50 | 10.00 | 11.06 | \$2,386.35 | N |
| 52.040113 | Admin Services | 1.00 | 1.00 | 1.11 | \$238.63 | N |
| 52.040120 | Admin Support Sys | 4.50 | 2.50 | 2.77 | \$596.58 | N |
| 52.040122 | Admin Support Sys | 7.50 | 6.00 | 6.66 | \$1,431.80 | N |
| 52.040170 | Admin Support COOP | 11.00 | 11.00 | 11.00 | \$2,362.48 | N |
| TOTAL | ADMIN INFO SERVICES | 138.00 | 36.50 | 39.25 | \$8,447.64 | |

4. CHILD CARE AND GUID (WEIGHT - 0.9302325581)

| | | | | | | |
|-----------|---------------------|-------|-------|-------|--------|---|
| 20.020110 | Prin of Child Devel | 11.50 | 5.50 | 5.68 | \$0.00 | N |
| 20.020111 | Prin of Child Devel | 26.50 | 11.50 | 12.04 | \$0.00 | N |
| TOTAL | CHILD CARE AND GUID | 38.00 | 17.00 | 17.72 | \$0.00 | |

(ELIGIBLE WEIGHTED COUNT * RATE FOR FULL WEIGHTED AVG STUDENT COUNT = TOTAL FUNDING)

Sample

FY2001 Final Placement Funding (FY99 Student Names)

FINAL FINAL FINAL FINAL FINAL

CTD 030202 HENRY JONES UNIFIED DISTRICT

CTDS 030202201 HENRY JONES HIGH SCHOOL

| ProgramArea | | BUSINESS | | | |
|----------------------------------|-----------|---------------------|---------------|---|----------|
| Fiscal Yr | ProgramCI | ProgramTitle | StudentName | | Funding |
| 1998 | 520302 | Accounting | SUSAN SMITH | | \$97.56 |
| 1998 | 520302 | Accounting | MIKE SMITH | | \$97.56 |
| 1998 | 520302 | Accounting | DANIEL WARREN | | \$97.56 |
| 1998 | 520401 | Admin Info Services | DARREN SMITH | | \$97.56 |
| 1999 | 520401 | Admin Info Services | ANNABELL LEE | | \$97.56 |
| 1999 | 520401 | Admin Info Services | ANNE MONROE | | \$97.56 |
| 1999 | 520401 | Admin Info Services | JULIE CLARK | | \$97.56 |
| SUM for 'ProgramArea' = BUSINESS | | | Count | 7 | \$682.93 |

| ProgramArea | | FAMILY & CONSUMER SC | | | |
|----------------------------------|-----------|----------------------|--------------------|---|----------|
| Fiscal Yr | ProgramCI | ProgramTitle | StudentName | | Funding |
| 1998 | 120503 | Food Prod/Culinary | JAMES MARBELL | | \$97.56 |
| 1998 | 120503 | Food Prod/Culinary | DEBBIE ROSSI | | \$97.56 |
| 1998 | 120503 | Food Prod/Culinary | CLARK KENT | | \$97.56 |
| 1998 | 120503 | Food Prod/Culinary | JENNIFER JONES | | \$97.56 |
| 1999 | 120503 | Food Prod/Culinary | ROBERT SMITH | | \$97.56 |
| 1999 | 120503 | Food Prod/Culinary | JOANNE LASH | | \$97.56 |
| 1999 | 120503 | Food Prod/Culinary | KELLY LITTLEBIT | | \$97.56 |
| 1999 | 120503 | Food Prod/Culinary | RUSSEL CROWN | | \$97.56 |
| 1999 | 120503 | Food Prod/Culinary | JOSEPH CHRISTOPHER | | \$97.56 |
| SUM for 'ProgramArea' = FAMILY & | | | Count | 9 | \$878.06 |

| ProgramArea | | TRADE & INDUSTRY | | | |
|--|-----------|------------------|------------------|---|----------|
| Fiscal Yr | ProgramCI | ProgramTitle | StudentName | | Funding |
| 1998 | 470604 | Auto Technology | VINCENT HERNADEZ | | \$97.56 |
| 1998 | 470604 | Auto Technology | SIMON SMITH | | \$97.56 |
| 1998 | 470604 | Auto Technology | JOSEPH BUDMAN | | \$97.56 |
| 1998 | 470604 | Auto Technology | EDWARD DAVALOS | | \$97.56 |
| 1999 | 470604 | Auto Technology | ERIN WIRTH | | \$97.56 |
| 1999 | 470604 | Auto Technology | TIMOTHY PORPECK | | \$97.56 |
| 1999 | 470604 | Auto Technology | SALLY HOWARD | | \$97.56 |
| SUM for 'ProgramArea' = TRADE & INDUSTRY | | | Count | 7 | \$682.93 |

SUM for School = HENRY JONES HIGH SCHOOL \$2,243.92

Sample

CONCENTRATOR AND PLACEMENTY SURVEY REPORTS

The **Concentrator Report** is a report completed at the end of the school year and submitted by districts to count students, by program area, who have left the district. The students whose names appear on the Concentrator Report as graduates are the students who will be followed up for the Placement Student Survey, nine months later. Students who completed a program as a junior in high school, should be counted as Concentrators in the correct program area **the year they graduate**. The Concentrator Report is due each year on July 1st.

The **Placement Survey Report** provides *placement* data for students that have left the district. This information is used in both state and federal reports. It records student demographic and placement information. This information includes the student's name, address, school, program, student type, contact type and completer type. Information about postsecondary education, the military, or enrollment in a related field, is also recorded for each student. The Placement Survey Report is due each year on July 1st.

Districts and schools must submit their Concentrator and Placement Survey Reports electronically. **Paper reports will no longer be accepted.** There are three options for electronic submissions:

- Use the on-line web-based Concentrator and Placement Reports
- Send electronic files on diskettes
- Send file attachments with e-mail

Submitting data on a diskette or e-mail attachment requires the correct format so that information loads into the Performance Measures Database correctly. If you need assistance with electronic reporting and correct record formats contact Grants and Management Information Services at 602-542-7881.

CALENDAR

NOTE: Specific calendar dates will be mailed each year under separate cover.

| | |
|-----------|--|
| September | Program Enrollment Verification Reports due to ADE. Performance Measures/Placement Student Survey Verification Reports due to districts from ADE. |
| October | 40th day Course Enrollment blank forms/reminder letters mailed to districts. Final Program Enrollment reports mailed to districts. |
| November | Districts submit 40th day Course Enrollment reports to ADE, using Course Codes (8 digit). Superintendent or authorized official verifies by signature that information submitted is true and correct. |
| December | 2-3 weeks after the 40th day Course Enrollment Report is due at ADE, the 40th day Course Enrollment verification reports are sent to the districts. |
| January | The 40th day Course Enrollment verification reports from districts due to ADE. Changes, corrections, or additions to 40th day Course Enrollment should be final at this date. |
| February | Preprinted 100th day Course Enrollment forms/reminder letters mailed to districts. Improperly certified vocational teachers should have correct certification in place by the end of February each year. |
| March | Districts submit 100th day Course Enrollment reports to ADE, using Course Codes (8 digit). Superintendent or authorized official verifies by signature that information submitted is true and correct. 2-3 weeks after the 100th day Course Enrollment Report is due at ADE, the 100th day Course Enrollment verification reports are sent to the districts. |
| April | 100th day Course Enrollment verification reports due from districts to ADE. Changes, corrections, or additions to 100th day course enrollment should be final at this date. |

Blank Program Enrollment forms/reminder letters mailed to districts.
(These reports should contain only unduplicated head count, by program areas only)

May

June Program Enrollment and Reports due to ADE from districts.

August Program Enrollment Verification Reports are sent to districts.

September Performance Measures Placement Student Survey
Verification Reports to be mailed to districts.

Performance Measures Placement Student Survey
Verification Reports to be returned by districts to ADE.

Preliminary funding reports, VOCI 51 and VOCI 55, sent to districts.

Preliminary funding reports response due from districts.

Program Enrollment Verification reports due to ADE from districts.

October Final Program Enrollment Reports are sent to districts from ADE.

DEFINITIONS

(In alphabetical order)

Articulated Student—A student who attends another school in another district, or a community college or skill center. Monies from the Career and Technical Education State Block Grant Funding for articulated students are generated to the home district.

Career and Technical Education (CTE)—Organized educational activities in a sequence of courses. The courses provide individuals with academic and technical knowledge and skills. The goal is to prepare individuals for further education and/or for careers in current or emerging employment sectors (other than careers requiring a baccalaureate, masters or doctoral degree). All programs include applied competency-based academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills and occupational-specific skills. Formerly called *Vocational Technical Education (VTE)*.

Career and Technical Education Program—A coherent sequence of instruction designed to deliver all state-designated program competencies for any program on the CTE Program List. A program is directly related to preparing individuals for employment in an occupation. Approved and provisionally approved programs qualify to apply for state and federal funding.

Carnegie Unit—One unit of credit awarded in grades 7-12 for a minimum of 120 clock hours of instruction during the regular school year, or 120 clock hours of instruction during summer school.

CIP—(Classification of Instructional Programs). The U.S. Department of Education's standard educational program classification system and includes a uniform numbering system and description of educational programs.

Competency—An educational “construct/concept” or abstraction derived from workplace task, knowledge, skill or ability requirements. State-designated Level I, II and III competencies are those published in CTE curriculum frameworks. The occupational Level III program competencies for each CTE program are used to document and calculate student proficiency for Performance Measure 1.3 (Vocational Attainment).

Competency Attainment—Successful, demonstrated and documented achievement of a competency. Acceptable documentation includes the student's name, each state-designated program competency mastered, date of mastery, method of assessment *and written criteria for judging successful mastery*. Acceptable documentation can include multiple information sources or be a single record per student. Documentation is required for

Level III competencies until a state-adopted proficiency assessment is in place.

Completer—A student who passes the state-adopted proficiency assessment OR in the absence of a state proficiency assessment, a student who is documented as attaining at least 80% of the occupational Level III program competencies for an approved CTE program. Such a student may also be referred to as a *Program Completer*. The percentage of competencies attained is always calculated as:

$$\frac{\text{Student's documented number of occupational Level III program competencies attained}}{\text{Total number of occupational Level III program competencies}}$$

Concentrator—A student who achieves two Carnegie units/credits in a single CTE program. One unit/credit must be in a Level III course. Such a student may also be called a *Program Concentrator*. Examples include earning:

- 1 credit in Level I and 1 credit in Level III; or
- 1 credit in Level II and 1 credit in Level III; or
- 2 credits in Level III

*Note: Although a student can achieve concentrator status in any grade 9-12, **concentrators are only included on the Concentrator Report when they leave secondary education in the reporting year.***

Contact Phone—The phone number of an individual in the CTE Division who, if needed, can answer questions concerning the information submitted.

Course Code—The 8 digit CIP number associated with CTE courses. The numbers may be found in the CIP Codes and Titles list. The 8th digit may be used by the district to designate course sequencing, using 0-9 as the 8th digit.

Course Title—The title for courses (8 digit number). The titles may be found in the CIP Codes and Titles list.

Cty Type Dist Schl (CTDS)—County/Type/District/School code. The school number must be accurate to ensure data is correctly credited to your school. Contact the Management Information Services Unit, 602-542-5486 or 602-542-5711, for school CTDS information.

District's Planned Sequence of Courses—The comprehensive coherent sequence of instruction designed to deliver the Levels I, II and III state-designated program competencies for a CTE program. Local sequences are outlined in the district's local application for Carl Perkins Basic Grant funds. The Carnegie units/credits earned in these courses determine the students who achieve concentrator status.

Duplicated Count—One student may be enrolled and counted for data collection purposes in more than one course. Duplicated student count is used when completing Course Enrollment 40th and 100th Day Reports.

Individualized Vocational Education Plan (IVEP)—Required for each vocational student who is a member of a special population category and who is receiving special services in order to succeed in his/her CTE program. An acceptable IVEP is a written plan that specifies all of the following:

- Eligible category in which services are provided to this student
- Student's goals, strengths and weaknesses
- Services required to reach those goals
- Person or agency assigned provide the service
- Student's performance level after receiving the services

Some examples of services, modifications or accommodations include: smaller classes, modification to classroom or equipment, alternative assessment instruments or strategies and/or additional time for completion or tutoring services.

Level III Career and Technical Education Course—A course within a district's planned CTE sequence that delivers occupational Level III program competencies. Course CIP codes 90.0000 and above are not considered Level III.

Minutes per week—Funding is based on a minimum of 225 minutes per week per course.

Performance Measures—Set of measures developed and approved by the state Board for Career and Technical Education to measure student outcomes. The process will include a Local Evaluation for the purposes of Program Improvement.

Placement Funding—Funding to districts generated by Career and Technical Education students who have graduated. Their status will be verified by an appropriate survey response to Arizona Department of Education (ADE). Any of following count for placement:

- Employment in a program related position
- Enrollment in postsecondary education or advanced training
- Serving in active military duty

Program—Coherent sequence of instruction, which delivers a set of prescribed State competencies attributed to a specified instructional program.

Program CIP Code—Six-digit code which identifies the CTE program. Program CIP codes are used on the Comprehensive Program Enrollment Reports, Concentrator Reports and Placement Reports.

Program Title—Title of the CTE Program listed as provided in the Handbook.

Racial and Ethnic Codes—Required information that identifies racial or ethnic groups for reporting purposes. Such information is required on Enrollment, Concentrator and Placement reporting. There are five codes.

- **White:** A person having origins in any of the original peoples of Europe, North Africa or the Middle East. Excludes persons of Hispanic origin.
- **Black:** A person having origins in any of the black racial groups in Africa. Excludes persons of Hispanic origin.
- **Hispanic:** A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- **American Indian or Alaskan Native:** A person having origins in any of the original people of North America and maintaining culture identification through tribal affiliation or community recognition.
- **Asian or Pacific Islander:** A person having origins in any of the original people of the Far East, Southeast Asia, the Indian subcontinent or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands and Samoa.

Shared District Instruction (SDI)—Students that articulate from one school to another *in the same district*.

Signature of Superintendent or Authorized Official—All completed enrollment forms submitted to ADE must be signed and dated by the appropriate district superintendent or authorized official whose name is on file at ADE as authorized. An "authorized official" may be the district or school vocational director or another designee of the superintendent.

Special Populations—Eligible categories of students who may receive services in order to succeed in Career and Technical Education courses and programs. Services provided must be documented on the student's IVEP. A student may only be reported in one special population category. Report using the **primary/most significant category applicable** to the student from this list of eligible groups:

Handicap/Disabled—Individual with any disability (as defined in section 3 of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102) **who requires assistance to succeed in his/her CTE program.**

LEP—Student with Limited English Proficiency **who requires assistance to succeed** in his/her CTE program: a secondary school student, an adult, or an out-of-school youth, who has limited ability in speaking, writing, or understanding the English language, and-

- Whose native language is not English; or
- Who lives in a family or community environment in which a language other than English is the dominant language.

Economically Disadvantaged—Family or individual including foster children, which the Local Educational Agency identifies as low income (on the basis of uniform methods described in the State plan) **and who requires financial assistance to succeed in Career and Technical Education.** Examples of eligibility definitions include:

- Annual income at or below the official poverty line
- Eligibility for free school lunch
- Eligibility for Aid to Families with Dependent Children or other public assistance programs; and
- Eligibility for participation in programs assisted under Title I of the WIA.

Academically Disadvantaged—Student at or below the 25th percentile on a standard achievement or aptitude test whose secondary school grades are below 2 on a 4 scale, where 4.0 equals an A; and/or a student who fails to attain minimal academic and Career and Technical Education competencies.

Single Parent—Any individual who requires assistance to succeed in his/her CTE program and who:

- Has custody and
- Responsibility for the support and care of one or more dependent children under the age of eighteen in the same residence.

(Note: For eligibility purposes, a person who provides child support but no custodial care is not considered a single parent. Single pregnant women **are** eligible for services.)

State Designated Program Competencies—The Level I, II and III competencies published in CTE curriculum frameworks available from the Career and

Technical Education Division of the Arizona Department of Education. The occupational Level III program competencies for each CTE program are used to document and calculate student vocational proficiency for Performance Measure 1.3 (Vocational Attainment).

Tech Prep—An education program of study that combines at least two (2) years of a secondary Approved Career Technical Education Program, two years of postsecondary career education, and contextual academic education at each level in a non-duplicative sequential course of study. An approved Tech Prep program of study will include documentation of articulation between secondary and postsecondary education agencies supervised by the Director of the approved local Consortium.

Total Grade Enrollment—The total number of students enrolled for the Course Code listed.

Unduplicated Enrollment—Means that a student is counted only once, even if that student is enrolled in more than one program. Unduplicated student count is used on the Program Enrollment and Concentrator Reports.

Unduplicated Reporting—Reporting is required on the Year End Enrollment Report, the Concentrator Report and the Placement Report. Suggested guidelines for determining where to report a student who is enrolled in more than one program include any of the following:

- Reporting the student based on a declared career goal
- Reporting a student based upon the highest number of credits achieved in a CTE program
- Reporting a student based upon their latest CTE program credits achieved